

3 FAM 7500

FSN POSITION CLASSIFICATION AND PAY ADMINISTRATION

3 FAM 7510

FSN POSITION CLASSIFICATION AND POSITION MANAGEMENT

*(CT:PER-678; 06-22-2012)
(Office of Origin: HR/OE)*

3 FAM 7511 AUTHORITY

*(TL:PER-392; 12-30-2000)
(Uniform State/Agriculture/BBG/Commerce/USAID)
(Applies to Foreign Service Nationals Only)*

The statutory basis for the FSN Position Classification System is contained in Sections 408 and 501 of the Foreign Service Act of 1980. The requirement for interagency compatibility and uniformity in administration of the System is contained in Sections 203 and 204 of the Act (see 3 FAM 7112).

3 FAM 7512 POSITION CLASSIFICATION POLICY

3 FAM 7512.1 General

*(TL:PER-392; 12-30-2000)
(Uniform State/Agriculture/BBG/Commerce/USAID)
(Applies to Foreign Service Nationals Only)*

A sound position classification system provides the foundation for and is an integral part of properly compensating FSN employees. Consistent with sections 203, 204, 408, and 501 of the Act, the Department of State in consultation with the participating agencies will develop and administer an equitable position classification system for all agencies using joint local compensation plans in the employment of FSNs. In the interest of uniformity and consistent application of this policy, the Department of State and the participating agencies shall do the following:

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- (1) Promote interagency cooperation in the development, application, modification, and maintenance of an interagency FSN position classification system that promotes equity, stability, and integrity in FSN employee compensation and personnel management;
- (2) Observe any classification procedural guidance that may be issued by the Office of Overseas Employment (HR/OE) in consultation with Department of State bureaus and participating agencies; and
- (3) Use the position classification system contained in 3 FAH-2 H-400, Foreign Service National Position Classification (formally the Interagency Local Employee Position Classification Handbook or LEPCH).

3 FAM 7512.2 Use of Established Standards

(TL:PER-392; 12-30-2000)

(Uniform State/Agriculture/BBG/Commerce/USAID)

(Applies to Foreign Service Nationals Only)

All FSN positions must be classified according to the standards and guidelines contained in 3 FAH-2 H-400, Foreign Service National Position Classification. No official has the authority to misclassify or direct the misclassification of a position. Proper administration of the position classification system at the post level is the foundation for the equitable compensation of FSN employees (i.e., equal pay for work of substantially equal value), and for paying employees in accordance with the prevailing practice. Compliance with the classification system's standards, guidelines, and instructions contained in 3 FAH-2 H-400 is required. Post managers and supervisors are expected to understand and comply with the FSN Position Classification System's requirements.

3 FAM 7512.3 Results of Non-compliance

(TL:PER-392; 12-30-2000)

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Non-compliance with FSN Position Classification System requirements may result in the restriction or loss of position classification authority, or other restrictions and/or requirements deemed appropriate by HR/OE in consultation with the responsible Department of State bureau and participating agencies represented at post.

3 FAM 7513 POSITION MANAGEMENT POLICY

3 FAM 7513.1 Responsibility

(TL:PER-392; 12-30-2000)

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In addition to the position management policy established in 3 FAM 2610, Position Management, managers and supervisors of FSN personnel are responsible for:

- (1) Determining the work that needs to be performed in their organizations; creating or continuing only those positions for which there is a valid need based on such considerations as organizational goals and objectives, workload, authorized position complements, and funding;
- (2) Structuring organizations and positions to accomplish mission objectives efficiently and effectively;
- (3) Adding, removing, or changing the duties and responsibilities, type of work, and/or level of complexity assigned to an FSN position at any time; and
- (4) Ensuring that FSN position descriptions adequately and accurately reflect currently assigned duties and responsibilities.

3 FAM 7513.2 Guidance and Advice

(TL:PER-392; 12-30-2000)

(Uniform State/Agriculture/BBG/Commerce/USAID)

(Applies to Foreign Service Nationals Only)

Post human resources staff will provide relevant materials, advice, and guidance to help managers and supervisors discharge their position management responsibilities.

3 FAM 7514 THROUGH 7519 UNASSIGNED